Chapter 4 - Adoption Event - ADE

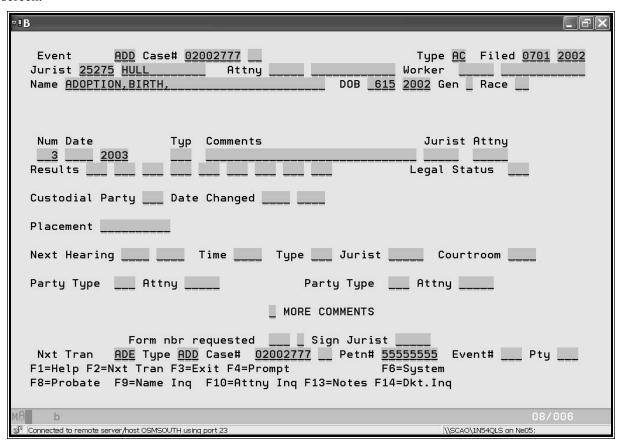
Adoption Event Screen

The event screen is used to add information or documents and to create orders. Users must have security to be able to update case information.

Accessing the Event Screen:



From the Next Tran Line, enter ADE in the Next Tran field and the option that you want to perform (ADD/INQ/MOD/DEL) along with the case number. Press <Enter> and the system will display the screen.



Following are the field descriptions for the Event Screen.

~Event~

This area displays the screen that you are in along with the transaction type you are performing.

~Case #~

This area displays the case number, listed next to the case number is the suffix number. The suffix number is used when there are multiple children in one case.

~Type~

This field displays the type of this case.

~Filed~

This field displays the filed date as entered on the case screen.

~Jurist~

This field displays the jurist that is handling this case as entered on the case screen.

~Attorney~

This field displays the attorney that is representing the adoptee as entered on the case screen.

~Worker~

This field displays the worker that is assigned to this case as entered on the case screen.

~Name~

This field displays the adoptees name as entered on the case screen.

~DOB~

This field displays the adoptees date of birth as entered on the case screen.

~Gender~

This field displays the gender of the adoptee as entered on the case screen.

~Race~

This field displays the race of the adoptee as entered on the case screen.

~NUM~

This field displays the event number assigned to this event by the system.

~Date~

Enter the date of this event. If you are entering an order date, make sure you enter the date that the hearing happened on as this is the date the caseload report picks up.

~Type~

Enter the code that best describes the document you are entering. Press <F4> for a list of valid event types. If this document is tracked by caseload, you must enter the code that the caseload report tracks.

~Comments~

Enter any comments that you would like to be associated with this event. If this field is left blank, the description from the code table will be inserted.

~Jurist~

Enter the jurist that is associated with this event. Press <F4> for a list of valid jurists. If this field is left blank, the jurist from the case screen will be added to the event.

~Attny~

Enter the attorney that is associated with this event. Press <F4> for a list of valid attorneys.

~Results~

Enter the result codes associated with this event. If this is an order, the results entered will print on the order. Press <F4> for a list of valid results

~Legal Status~

Enter the status of this adoptee. Press <F4> for a list of valid statuses.

~Custodial Party~

Enter the party that has custody of the adoptee. Press <F4> for a list of valid parties.

~Date Changed~

Enter the date that custody changed.

~Placement~

Enter the placement of the adoptee. Press <F4> for a list of valid placements.

~Next Hearing~

Enter the next hearing date.

~Time~

Enter the next hearing time.

~Type~

Enter the next hearing type.

~Jurist~

Enter the jurist that will hear the next hearing.

~Courtroom~

Enter the courtroom the hearing will be held in. Press <F4> for a list of valid courtrooms.

~Party Type~

Enter the party type for the party that you are appointing an attorney for.

~Attny~

Enter the attorney bar number that is representing this party. Press <F4> for a list of valid attorneys.

~More Comments~

Enter and "X" in this field if you have more comments about this event. Once all information has been entered and you press <Enter>, the system will display a comment screen for you to add comments to.

~Form Number Requested~

Enter the form number that you are creating. Press <F4> for a list of valid forms.

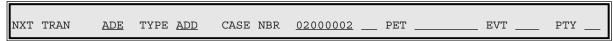
~Sign Jurist~

Enter the jurist that will be signing the order.

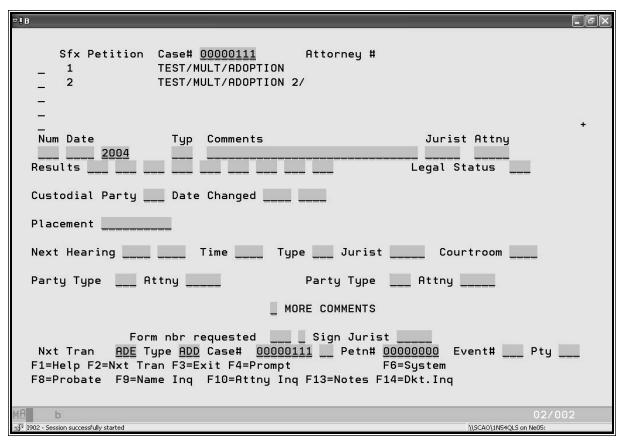
Multiple Child or Petition Event Screen

The multiple child or petition event screen is used to add information or documents and to create orders for more than one child or petition. Users must have security to be able to update case information.

From the Next Tran Line, enter the following:



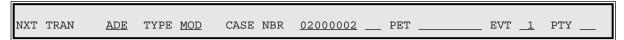
When all information has been added, press <Enter> and the system will display the screen you requested.



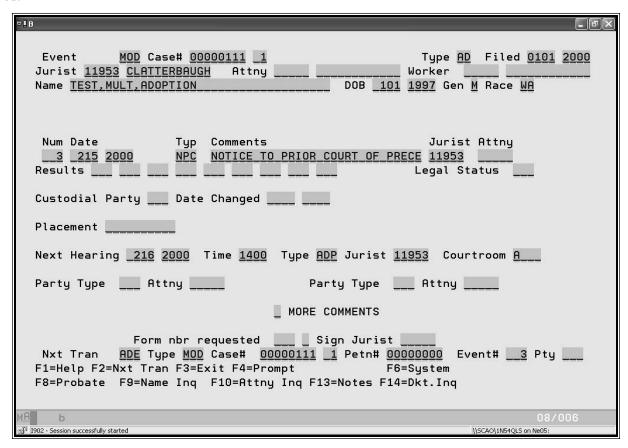
Enter all information regarding the event and press <Enter>. The system will create an event for each child/petition that you selected.

Adding or Modifying an Event Screen

From the Next Tran Line enter the following information:



When all information has been added, press <Enter> and the system will display the screen you requested.



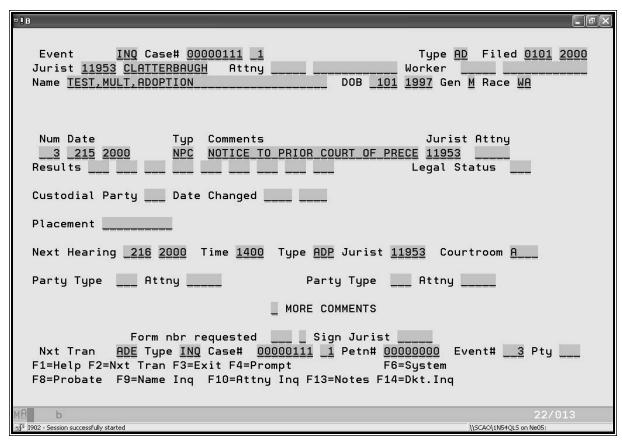
The system will return the event screen for you.

Inquiring on an Event Screen

From the Next Tran Line enter the following information:



When all information has been added, press <Enter> and the system will display the screen you requested.



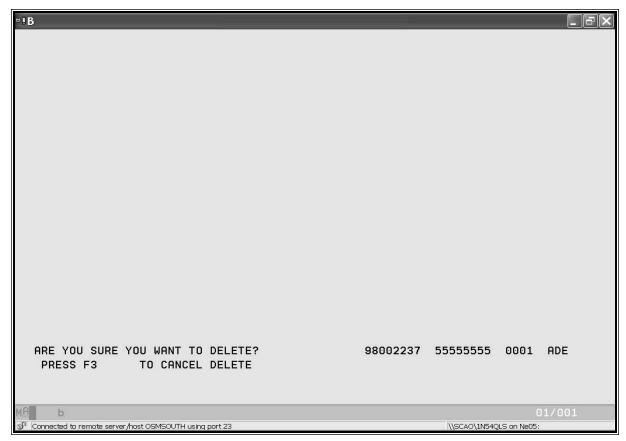
The system will return the event inquiry screen for you.

Deleting an Event Screen

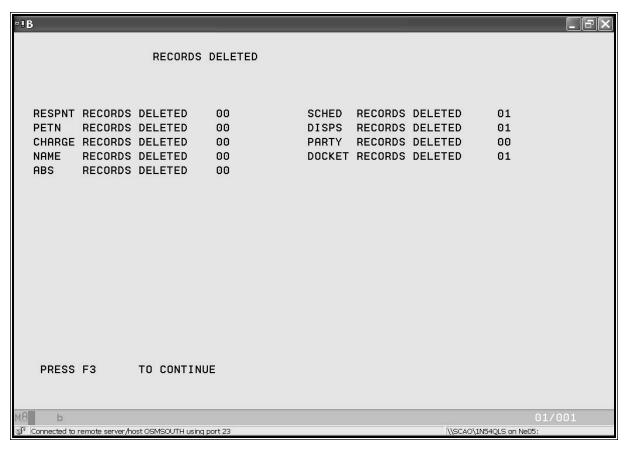
From the Next Tran Line enter the following information:



When all information has been added, press <Enter> and the system will display the screen you requested.



If you are sure that you want to delete this event, press <Enter> and the system will return the following screen.



The system will display the records that were deleted. Press <Enter> to exit this screen. The event is deleted.

Note: Be sure of your case number/petition number and event number. Once the event is deleted there is no recovery for it. Delete's can't be undone.